

# FY 2022 Notice

❖ Budgets are due for approval on **Monday, August 17, 2020**. NO EXCEPTIONS!!

❖ 5-Year Strategic Plans are due on **Monday, August 3, 2020**.

**Note!**

❖ LBO requires 10 copies of the budget request **and** 3 copies of the July payroll; DFA requires 2 copies of the budget request **and** 1 copy of the July payroll.

**Note!**

❖ Please print your budgets on both sides of the paper. Please **do not** bind your agency's submitted budget request. A staple at the upper left corner is sufficient.

**New!**

❖ Please note that there are **NEW COVID-19 State Support Special Funds** for FY 2020 and FY 2021. Please see Letter of Instructions for COVID-19 funding for complete list.

❖ All instructions related to the budget preparation process, along with a link to the Online Budget Request System (OBRS) website, can be found at the Legislative Budget Office web site: <http://www.lbo.ms.gov/> , Budget Request System tab.

❖ Please pay close attention to the “Program Decision Units” section of the OBRS program. Separate decision units based on requested changes and **do not** add together multiple changes into one column.

❖ If your agency entered into any Maintenance of Effort agreements with any federal agency or subdivision thereof, please indicate the scope of the agreement in the Federal Funds' Narrative Section.

❖ Identify each **Budget and Strategic Plan** with the proper LBO number. **Also, please include the LBO number on any cover sheets of larger bound budget packets.** Contact your budget analyst if you do not know your LBO number.

❖ Agency Revenue Source Report Instructions and Form example are included in the Budget Instructions/Forms document.